14 FAH-4 H-240

PREPARING CLASSIFIED POUCHES FOR DISPATCH

(CT:DPM-13; 07-31-2014)
(Office of Origin: A/LM)

14 FAH-4 H-241 ITEMS IN CLASSIFIED POUCHES

(CT:DPM-2; 05-06-2009)

All items in classified pouches must be registered using a barcode readable label. See 14 FAH-4 H-213.2-2 and 14 FAH-4 H-222.

14 FAH-4 H-242 CLASSIFIED POUCH INVOICES

(CT:DPM-13; 07-31-2014)

Every classified diplomatic pouch must contain a pouch invoice (Form DS-3082). See 14 FAH-4 H-232 for instructions on invoicing for manual and Integrated Logistical Management System Diplomatic Pouch and Mail (ILMS DPM) posts. For classification on manual post invoices, use T=TOP SECRET, S=SECRET, C=CONFIDENTIAL, and SBU=SENSITIVE BUT UNCLASSIFIED*; REQUIRES COURIER HANDLING*.

14 FAH-4 H-243 CLOSING CLASSIFIED POUCHES

(CT:DPM-13; 07-31-2014)

a. Follow the instructions in 14 FAH-4 H-233 for closing classified pouches, except that only Top Secret cleared U.S. citizens can build and close classified pouches.

b. The Pouch Control Officer is responsible for ensuring that all controlled items are listed on the pouch invoice.

c. Locally Employed Staff (LE Staff) *can handle sealed classified pouches* only in the presence of Top Secret cleared U.S. citizens.

14 FAH-4 H-244 READYING CLASSIFIED POUCHES FOR TRANSPORT

(CT:DPM-13; 07-31-2014)

a. Seal the pouch per 14 FAH-4 H-214.3.

b. Tag the pouch per 14 FAH-4 H-215.

c. Prepare Form DS-7600, Diplomatic Pouch Certification and Receipt for the entire shipment.

d. Integrated Logistical Management System Diplomatic Pouch and Mail (ILMS DPM) posts must send an Advanced Shipment Notification (ASN) via email to the courier hub and/or receiving post.

e. Transport pouches to airport, escorted by Top Secret-cleared U.S. citizen employee. Per 12 FAM 151.1 (a), pouch escort duty is shared by all agencies at post that use the classified pouch. The designated escort must carry specific documents for identification to the Office of Diplomatic Security (DS) courier (see 12 FAM 126.2).

f. At ILMS DPM posts, the PCO or designee must update ILMS DPM with the actual dispatch date of the shipment.

14 FAH-4 H-245 TRANSPORTING CLASSIFIED POUCHES

(CT:DPM-13; 07-31-2014)

a. Classified pouches are transported accompanied either by professional couriers of the Department's Diplomatic Courier Service (see 14 FAM 728.5), by Top Secret-cleared U.S. citizen employees appropriately approved as non-professional couriers IAW 12 FAM 142), or by the Defense Courier Division (see 14 FAH-4 H-260).

b. Article 27 of the Vienna Convention on Diplomatic Relations stipulates that "the diplomatic bag shall not be opened or detained." If host government officials insist on x-raying or opening a diplomatic pouch, the courier must follow the procedures set forth in 12 FAM 123, "Prohibiting Inspections." The Pouch Control Officer must also follow procedures in 14 FAH-4 H-213.2-5 for reporting the situation.

c. The authority for Pouch Control Officers to inspect pouches in certain circumstances is granted by 14 FAM 728.1 and procedures explained in 14 FAH-4 H-228.

14 FAH-4 H-246 THROUGH H-249 UNASSIGNED